

# Attachment B

## General Directions for the IDEA Online Final Report Process in EWEG (Electronic Web Enabled Grant System)

Each District, Charter School and State Agency that obligated and expended IDEA funds is required to complete a final report of actual expenditures.

In the new expedited EWEG final report format, only the consolidation of expenditures is reported with the exception of the Equipment Inventory. All equipment must be itemized, and the total spent will transfer to the Expenditures Tab upon a **Save** on the Expenditures Tab.

To complete a final report in EWEG:

- Log into EWEG and click on GMS/Access Select
- In “Select Fiscal Year,” click the down arrow and select FY 17
- Locate the available IDEA Final Report in the “Final Reports” section at the bottom.
- Click “Create”

Figure 1 - Image of EWEG Screen, Completing a Final Report

Select Fiscal Year: 2017

[Click to view Funding Summary](#)

Application Name	Revision	Status	Date	Actions
IDEA	Amendment 1	Final Approved	12/20/2016	Open Amend Payments Review Summary Delete Application
NCLB	Amendment 1	Final Approved	2/23/2017	Open Amend Payments Review Summary Delete Application
Title I Comparability	Original Application	Final Approved	12/6/2016	Open Amend Review Summary Delete Application
RTTT Preschool Expansion	Original Application	Final Approved	11/2/2016	Payments Print All

**Formula Grant**  
There currently aren't any Formula Grant applications available.

**Discretionary Grant**  
There currently aren't any Discretionary Grant applications available.

**Competitive Grant**  
There currently aren't any Competitive Grant applications available.

**Performance Reports**  
There currently aren't any Performance Reports applications available.

**Final Reports**  
There currently aren't any Final Reports applications available.

**Available**

**Formula Grant**  
There currently aren't any Formula Grant applications available.

**Discretionary Grant**  
There currently aren't any Discretionary Grant applications available.

**Competitive Grant**  
There currently aren't any Competitive Grant applications available.

**Performance Reports**  
There currently aren't any Performance Reports applications available.

**Final Reports**  
IDEA Final Report

[Create](#)

Please note for all entries you must use whole numbers. You cannot use commas or dollar signs.

**Final Report Tabs** (Each Tab is identified as being required or optional)

**Contact Information** (required)

Review the information on this tab to ensure that the contact information is accurate. If you see an error indicating that the Central Contractor Registration (CCR) date needs updating, this is changed in the

SFY 18 Contact information accessed from the main menu. You will be unable to submit if the date is not in the future. This tab does not require a save.

### Excess Costs (required)

This tab is where the LEA completes the verification of expenditures, as required by the Code of Federal Regulations, 34 CFR Part 300- Appendix A. Pull the total amounts from the most recent approved Excess Cost excel file in the SFY 18 application. The totals (elementary, secondary or elementary and secondary) are entered into the top cells (see below). Complete all cells indicating actual expenditures made from state and local funds for the education of students with disabilities in the SFY 17 year. The total should include the time spent in general education. Please make note of the warning at the bottom of the page.

*Figure 2 - Verification of Expenditures Screen*

Excess Cost Expenditures Verification

LEA Excess Cost Requirement:  
In accordance with 34 CFR Part 300 - APPENDIX A districts are also required to spend the same amount of local or state and local funds on special education students as they do for general education students before the federal IDEA funds are used.  
Enter the minimum amount required to be expended from local/state and local funds for students with disabilities for the 15-16 year (this may be found on the bottom line of the uploaded spreadsheet in the most recent application).

Enter the actual expenditures for the education of students with disabilities; including their time in general education (keep all documents and calculations on file for onsite monitoring)

	Elementary	Secondary
Instruction Costs for Sp. Ed. Students (Including Gen. Ed.)	0	0
State Expenditures for Special Ed. Students (193)	0	0
Tuition to other LEA Spec	0	0
Tuition to CSCO/Day School	0	0
Tuition PSD w/in State	0	0
Tuition PSD out of State	0	0
Tuition State Facilities	0	0
Contracted Spec Trans	0	0
Total Child Study Team	0	0
Related Services	0	0
TOTAL Expenditures for Special Education Students	0	0

If the amount actually expended does not meet or exceed the required amount then the LEA was not eligible to use their Federal IDEA B funds and may be subject to a recovery action by the State Education Agency.

### Coordinated Early Intervening Services (CEIS) Tab (required)

**If the LEA did not use funds for this purpose, click “No.” Otherwise click “Yes” and complete the rest of the page. Save before leaving the Tab.**

If the LEA used funds for the provision of Coordinated Early Intervening Services, the LEA is required to report on the number of students served and of those served, how many subsequently received special education and related services in the grant year being reported. The LEA must report the amount of funds used for the provision of services in this section. LEAs that were required to use funds must account for the amount required. If all of the funds were not used, the carryover must include activities for Coordinated Early Intervening Services. The amount reported in this area must match the expenditures reported on the Expenditures Tab. In addition, LEAs that used funds for CEIS at any time in the past two years must also report the total number of children who received CEIS anytime in the past two school years who **also** received special education and related services in SFY 2016-2017. It is possible that this number is zero, if no students who received CEIS in the past two school years subsequently received special education and related services in the 2016-2017 year.

### **Maintenance of Effort (MOE) Compliance Tab** (required)

This information is new to the final report. The final report pulled the following information from the Maintenance of Effort Tab in the identified previous year grants: (1) Funds used to meet Maintenance of Effort (Local or State and Local); (2) amount of total expenditures; and (3) number of students reported for that year. The LEA must input (1) the total amount of funds expended using the same method from the reporting year and (2) the number of special education students for that year. Upon saving, the program will indicate PASS/FAIL. If FAIL on both, then the LEA needs to indicate which of the allowable exceptions created the reduction in expenditures (the LEA may have more than one reason). If the LEA cannot do this, then a separate review will be conducted by the State Education Agency (SEA), and the LEA may be required to either correct the data or if not able to pass MOE Compliance, a recovery action from nonfederal funds may be instituted. Detailed instructions may be found on the Maintenance of Effort Compliance Tab in the Report. LEAs are encouraged to read the instructions.

### **Nonpublic Tab** (required for LEAs with a proportionate share)

LEAs that were required to provide services should complete the bottom section indicating which schools received services and the services provided. LEAs that serve schools not shown in the drop down menu must list the school(s) in the bottom table along with the services that were provided.

### **Basic and Preschool Final Report Sections** (available through the top right drop down) (required where the LEA had an allocation)

In each of these sections, there are 3 Tabs (forms). LEAs only complete the section(s) for which they had an allocation:

**Equipment Inventory** (required if equipment has been charged to the grant) – If the agency purchased equipment, as defined in the federal reporting requirements, which can be found in the directions for the equipment tab in the grant application, there is an inventory required with the purchase price. The amounts will be rolled into the expenditures grid. The 400-731 Instructional Equipment and 400-732 Non-instructional Equipment are reported separately on the inventory form.

**Expenditures** (required) – On this tab, you will see a budget table where a total amount expended is entered with the exception of equipment. In order to populate the equipment amount expended, you will need to go to the Equipment Inventory Tab. The entries will be added to this table after you resave the expenditures tab. Make sure that you have selected the Final Expenditure Date and checked “Final” before saving this Tab.

**Expenditure Summary** (required) – This tab is where the LEA indicates the amount of monies to be released, returned and/or carried over. The actual amount of funds setup according to your latest budget will self-populate this grid, as well as the expenditures from your expenditures tab. If monies are being released, you would enter those amounts. Make sure that the amounts on this tab are correct, as the LEA is unable to amend the final report. A “resave” is required on this tab prior to submitting.

### **How do I submit?**

The submit process is through the “Submit” tab on the opening section. Click to run the “Consistency Check.” If any errors show up, correct them and then run the consistency check again. Continue to correct errors and run the consistency check until the report passes and the “Submit” button appears. Click on “Submit” and wait for the screen to confirm the submission. No board date is required for the submission of the Final Report.

### **How do I print?**

On the right side of the final report screen is a tab labeled “Application Print.” The three sections are shown and you may click to request specific pages to print, then click “Request Print.” This process will take an hour or two. Return to “Application Print” and print the document, which should show up in the “Completed Print Job” section. You may also choose printer friendly on each completed Tab and print after each save.

**Problems completing the Final Report should be reported to [eweghelp@doe.state.nj.us](mailto:eweghelp@doe.state.nj.us) or contact your County Supervisor of Child Study.**